

**(SCHOOL DISTRICT LETTERHEAD)**

Date: \_\_\_\_\_

State Department of Education  
Office of School Facilities  
P.O. Box 2219  
Hartford, CT 06145

Subject: State Project No. \_\_\_\_\_, \_\_\_\_\_ (Facility Name) \_\_\_\_\_.

This to confirm that the (*School District*) Board of Education is aware that the above referenced school building project exceeds the State Standard Space Specifications, and that 100 percent of the prorated project costs for the space in excess of the standards (based on final project data) will be the full responsibility of the town and/or school district unless formally waived by the Commissioner of Education.

Sincerely,

\_\_\_\_\_  
Superintendent of Schools